

# City of Leesburg

## APPLICATION FOR HARDSHIP ASSISTANCE

FISCAL YEAR 2016-17

### FIRE PROTECTION SERVICES SPECIAL ASSESSMENT

(Application Deadline – May 1, 2016)

**PLEASE READ THE ENTIRE APPLICATION FORM CAREFULLY BEFORE SIGNING APPLICATION)**

#### **AUTHORITY**

In accordance with Resolution No. 9580, the City of Leesburg has created a Hardship Assistance Program to assist residential property owners, who meet the eligibility criteria, with the financial burden created by the imposition of the fire protection services assessment.

#### **REQUIRED INFORMATION**

In order to apply for hardship assistance under the Fiscal Year 2016-17 Fire Protection Services Special Assessment Program, the applicant shall file with the City this application, under oath, which provides the following required information necessary to demonstrate entitlement to hardship assistance (PLEASE PRINT CLEARLY):

To qualify for Economic Hardship Assistance:

- (1) The applicant must be the owner of the residential property and shall be entitled to a homestead exemption pursuant to the requirements of Chapter 196, Florida Statutes.
- (2) The total household Income of all lawful occupants of the property shall be less than or equal to 30% of the 2014 Income Limits Documentation System established by the U.S. Department of Housing and Urban Development, as adjusted for family size (see chart below):

| <u>Extremely<br/>Low (30%)<br/>Income<br/>Limits</u> | 1 Person | 2 Person | 3 Person | 4 Person | 5 Person | 6 Person | 7 Person | 8 Person |
|--|----------|----------|----------|----------|----------|----------|----------|----------|
|  | \$12,050 | \$15,730 | \$19,790 | \$23,850 | \$27,910 | \$31,970 | \$35,550 | \$37,850 |

- (3) The applicant shall have the present intent to maintain the residential property as their Permanent Residence throughout the remainder of the Fiscal Year for which the assessment is imposed.
- (4) Prior to May 1 each year thereafter, the applicant shall file with the City Manager an application under oath demonstrating entitlement to hardship assistance. Such application shall include the following:

1. Name and address of all Owners of the Property:

Owner Name: \_\_\_\_\_ Owner Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_

2. Property Physical Address and Tax Parcel ID Number of the Property:

Telephone Number: \_\_\_\_\_

Property Physical Address: \_\_\_\_\_

Tax Parcel ID #: \_\_\_\_\_

3. Name of all occupants of the residential property, including all dependents giving their names, addresses, ages, relationships and employment:

Occupant 1: \_\_\_\_\_

Occupant 2: \_\_\_\_\_

Occupant 3: \_\_\_\_\_

Occupant 4: \_\_\_\_\_

Occupant 5: \_\_\_\_\_

4. Proof of the total household income of all occupants of the residential property from all sources and other documentation required to demonstrate qualification as a Low Income Person. Substantive documentation may include: Social Security Income Statements, IRS Income Tax Returns, and W2s. Applications submitted without proper documentation may be denied.
5. By signing below, owners indicate that they are entitled to the hardship assistance and that they have the present intent to maintain such residential property as their permanent residence for the remainder of the Fiscal Year.
6. The applicant shall furnish such other information relating to the application as may be reasonably requested.

#### **APPROVAL PROCEDURE**

Eligibility for hardship assistance will be submitted to the City Manager and a determination will be based upon the attached information. The City Manager may adjust any Fire Protection Assessment imposed for the Fiscal Year beginning October 1, 2016 upon a parcel of residential property whose Owner timely and satisfactorily demonstrates by affidavit that the criteria is met and reducing the assessment.

The City Manager shall, within fifteen (15) days after the filing of such application, review the application and such other supporting data that may be filed therewith and make such further investigation as may be reasonably required in order to determine if the applicant is qualified for hardship assistance pursuant to Section 14(a) of Resolution No. 9580. If deemed qualified for the hardship assistance outlined in Section 14, the City shall pay the Fire Protection Assessment imposed on the qualified homesteaded property.

#### **AFFIDAVIT**

I hereby swear or affirm that the information I have provided in this application, and in any accompanying paperwork, is true and correct.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

State of Florida  
County of Lake County

Before me, the undersigned officer, personally appeared, \_\_\_\_\_, who being duly sworn, deposes and says that the foregoing is true and correct. \_\_\_\_\_ is known to me personally or produced \_\_\_\_\_ as identification.

Notary Public: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

SUBMIT COMPLETED APPLICATION and SUPPORTING DOCUMENTS TO:

**City of Leesburg  
Attn: Leesburg Fire Protection Assessment  
501 West Meadows Street  
Leesburg, Florida 34748  
(352) 728-9700**